

MAXIMUM PRESERVATION

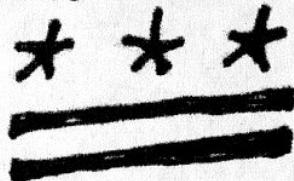


make it last!

MAXIMUM
PRESERVATION
number one
works on paper



by
MICHELE CASTO
librarian
Washingtoniana
dc punk archive
DC PUBLIC LIBRARY



2014

preservation

the art of

MAXIMIZING

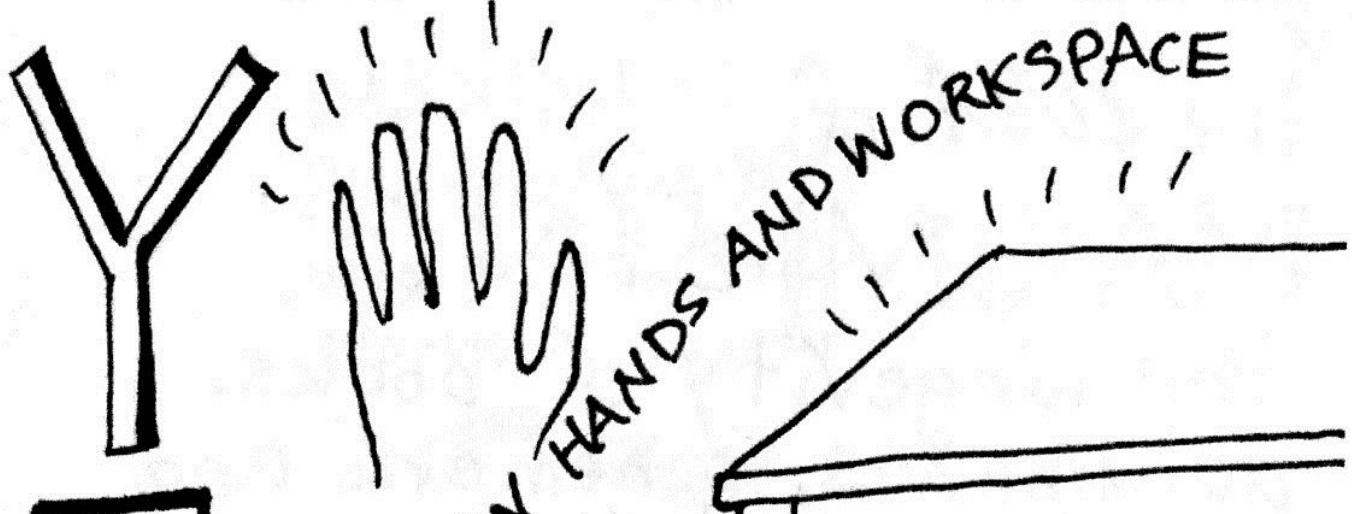
the longevity of books,
documents, ephemera and
artifacts, practiced by

librarians & archivists

through the ages, the
general principles of which
are presented here to assist
you with the proper care
of your own personal

documents and
collections

care and

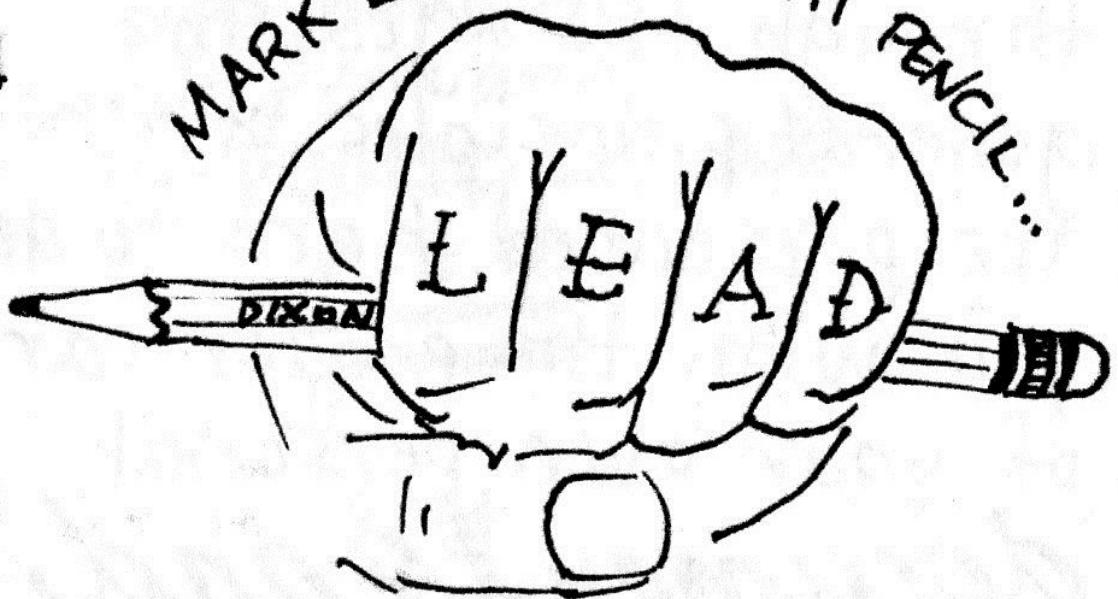


CLEAN HANDS AND WORKSPACE

E

S

MARK LIGHTLY WITH PENCIL...



... IF YOU MUST MARK AT ALL.

handling

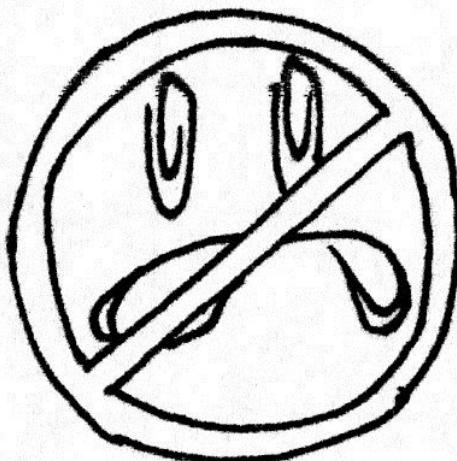
No



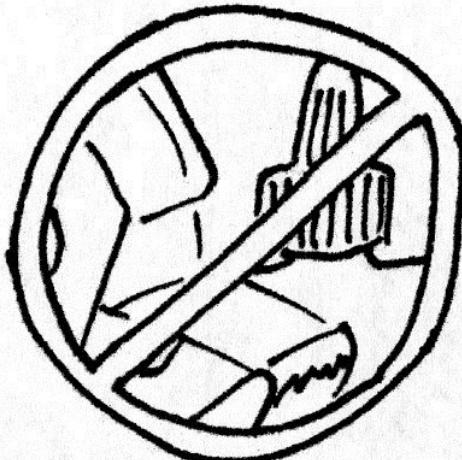
the tiniest
crumb is a
bug magnet!

!

paperclips +
rubberbands
do damage
over time!



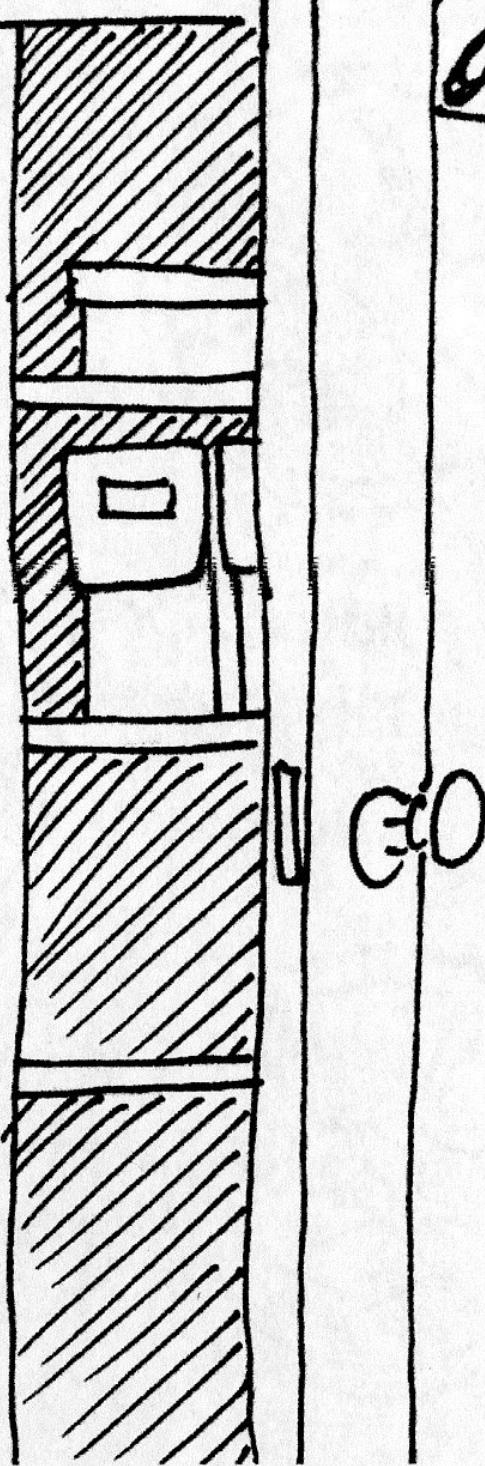
!



adhesives:
the silent
paper killer

storage -

- IDEAL:
- * COOL
- * DRY
- * DIM OR
- * DARK



conditions

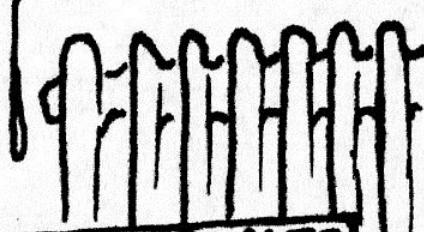
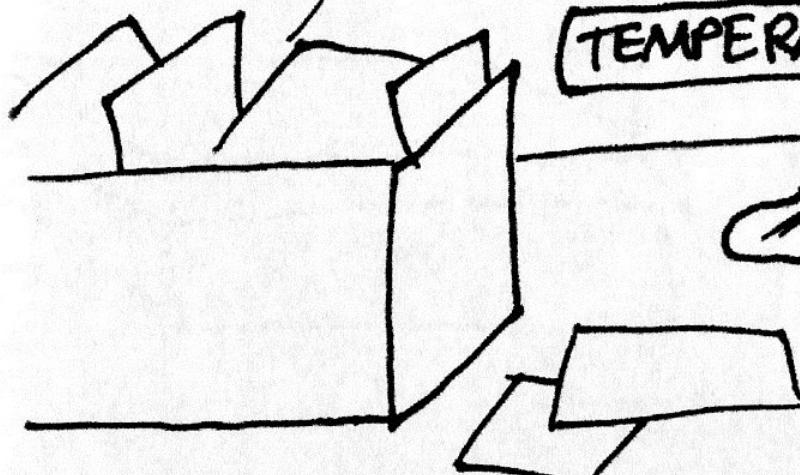
AVOID ATTICS,
BASEMENTS AND...

DIRECT LIGHT

PESTS

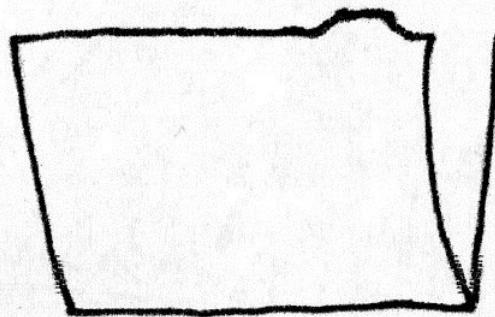
MOISTURE

TEMPERATURE EXTREMES

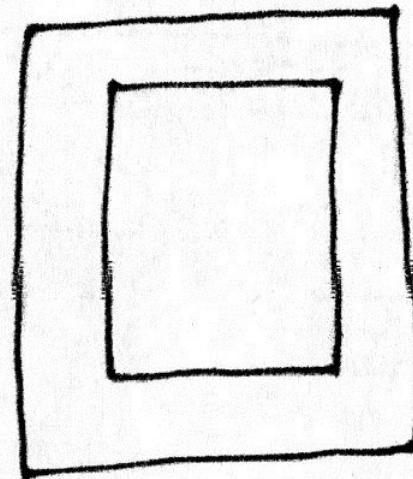


storage

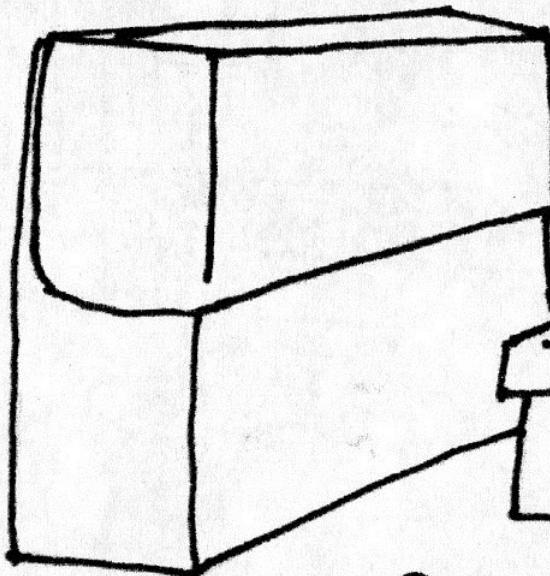
ACID-FREE:



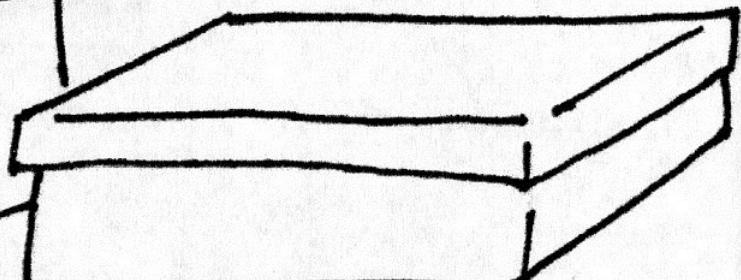
FOLDERS



MATS

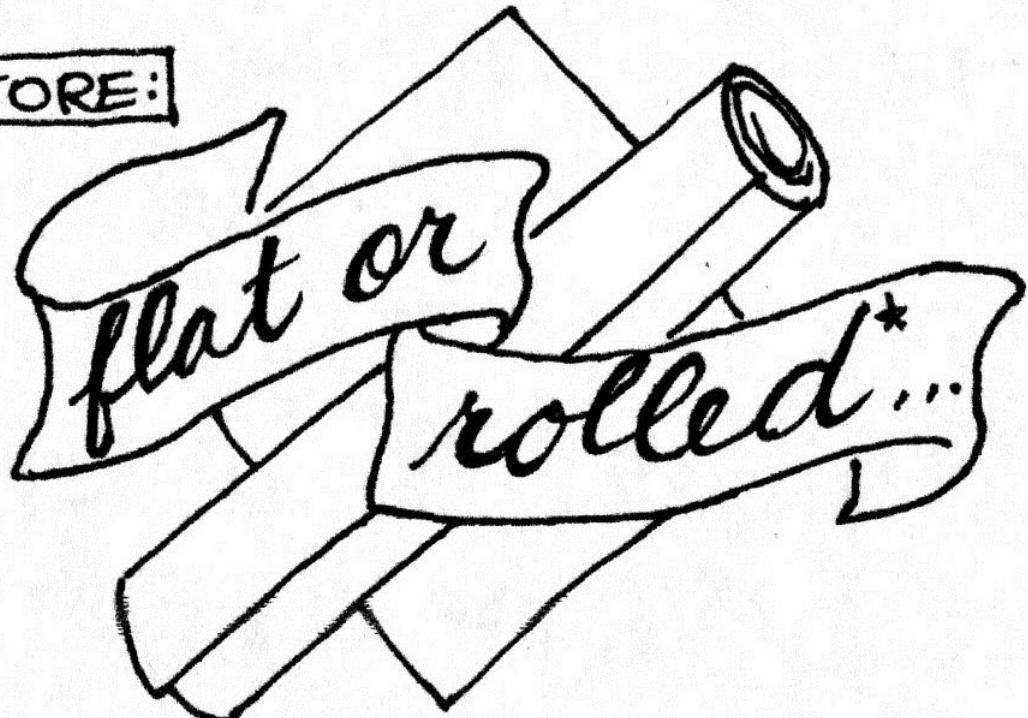


BOXES

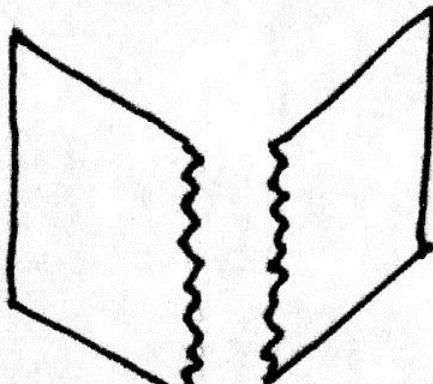


containers

STORE:



NEVER FOLDED



*ROLL ONLY IF FLAT STORAGE IS IMPOSSIBLE

resources

• for more information •

LIBRARY OF CONGRESS

* loc.gov/preservation

NORTHEAST DOCUMENT
CONSERVATION CENTER

* nedcc.org

• for archival supplies •

HOLLINGER

* hollingermetaledge.com

GAYLORD

* gaylord.com

dclibrary.org
@dcpi
* * *

dclibrary.org/punk
@dcpunkarchive

